



HERTFORDSHIRE COUNTY COUNCIL
Goldfield Infants' and Nursery School
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Headteacher
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To : All Parents

Dear Parents

Emergency School Closures – Action Required - Please keep in safe place

All schools have to plan carefully for potential emergency closures, for example, in the case of severe weather conditions. On the reverse of this letter are our guidelines regarding a school closure.

Herts County Council use a closure notification system operated by 'Everbridge' **this requires you to 'sign up' to receive school closure messages** direct to your mobile phone or email address. Visit member.everbridge.net/index/892807736725489 and click on the "sign up" button located in the top right of the page, on the grey strip, and from there follow the instructions. It takes no more than 5 minutes to register and you can edit your information at any time should you change your mobile number/email address. If you registered last year, please log back on to update any contact details.

Within the Everbridge system you can link to two devices – this means that in addition to adding your own mobile number and email address, you could include the mobile number and email address of a partner or a grandparent in the registration process. They too would then receive any messages in relation to a school closure. If you have children at more than one school you can register for those schools too in a single registration process by selecting all schools you have children at. Once signed up you will receive messages relating to the status of the school should we have an emergency closure

At Goldfield **this is in addition to, and does not replace**, our regular emailing and texting service 'schoolcomms'. In the event of an emergency school closure we would endeavour to also send a text message/email to the **prime** parental contact on our database. It is important that you inform the school office of any changes to your contact details, as soon as they occur, to ensure 'schoolcomms' continues to be an effective parent consistent contact system.

In the event of an emergency closure or poor weather conditions please remember to regularly check emails, and to check and to 'refresh' on the Goldfield website for information www.goldfield.herts.sch.uk. In the event of snow, information will also be available through www.hertfordshire.gov.uk and the snowlines on Mix 96 or 3 Counties Radio.

Yours sincerely
Debbie Stevens
Debbie Stevens
Headteacher



Goldfield Infants' and Nursery School



Adverse Weather / Emergency School Closure Guidance

Goldfield Infants' and Nursery School adverse weather/emergency school closure guidance outlines procedures regarding school closure.

Goldfield is committed to minimising disruption to our children's education. The decision to close the school for any reason is not taken lightly and will only be considered as a last resort. The Headteacher will undertake to open the school providing it is regarded as safe to do so, following Health and Safety Guidelines and risk assessment.

The Headteacher will decide if the school can be opened and will endeavour to inform parents and staff at the earliest opportunity. The school will contact parents, carers and staff via the [school website](#), Schoolcomms text and/or email to the prime parental contact; If you have signed up to the Everbridge Closure notification service at member.everbridge.net/index/892807736725489 you will be notified through them of the open/closure status of the school. In addition, please visit [Hertfordshire website](#) and click on 'weather warnings', and listen to local radio stations Mix 9 or 3 Counties Radio, for more information. Updates regarding closure on the website should be checked and 'refreshed on' by parents and carers throughout the day or evening.

It may be necessary for the school to operate on a reduced day, change start and finish times or modify the timetable. Staff will make every effort to teach as effectively as possible under these difficult conditions. Should conditions deteriorate during the day, we will contact parents or carers as soon as possible using the methods outlined above.

Parents and staff should always make the decision with regards to travelling safely to school in adverse weather conditions on the basis of their own safety when travelling to and from Goldfield. Please consider the possibility of weather worsening during the day when making your decision. Persons authorised to use the staff car parks do so at their own risk.

Parents/carers, children and staff should wear appropriate coats and footwear for the conditions; however the school dress code still applies unless otherwise advised.

The Headteacher's decision to close the school will always be taken as the last resort.